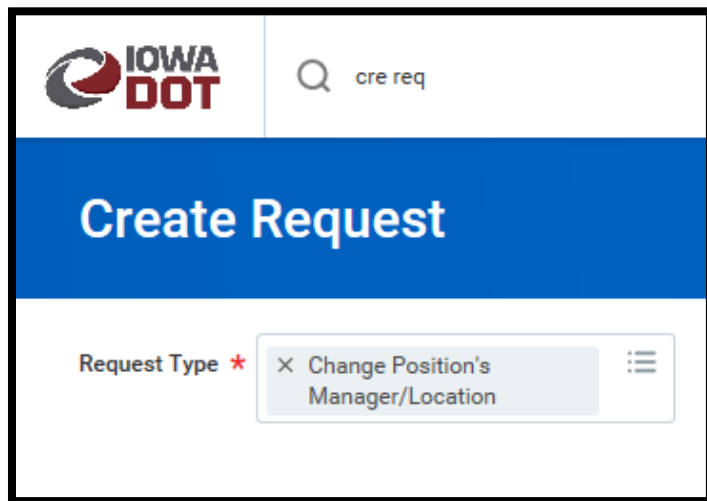


LOCATION CHANGE

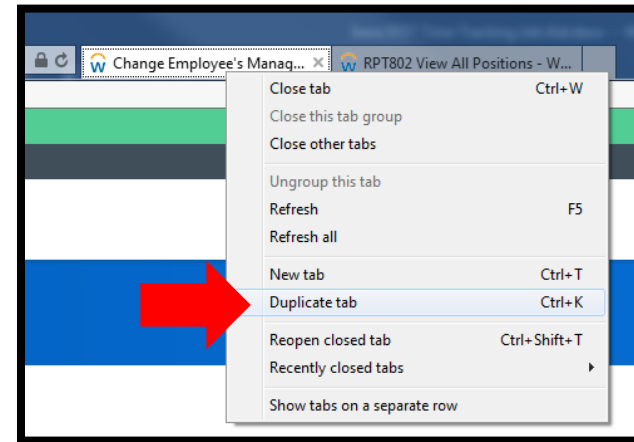
This will be used by managers when moving a position to a new supervisory organization and location which doesn't require a change in the 18-digit position number.

From the **Search Bar**:

1. Type **Create Request**.
2. Select the Request Type **Change Employee's Manager/Location**



3. Click **OK**.
4. Fill out **Describe the Request** by providing as much information as possible.
5. **Duplicate Tab** by right clicking on internet tab and choosing Duplicate tab or typing Ctrl+K on your keyboard.



6. In your **New Tab** use the search bar to find report '**View All Positions RPT802**'
7. Follow the instructions and complete the fields.




8. Click OK.
9. Copy the **18-digit position number**, go back to original tab, and paste the position number in along with employee name or 'vacant'.
10. Fill in the **effective date** (must be the beginning of a pay period).
11. Fill in **name of new manager** (if different)
12. Fill in **name of new location** (if different; this matches the name of the old 6 digit HR cost centers)

Please run the **View All Positions RPT802** Report to capture the 18 Digit Position Number(s) and Name(s) of Wo

What is the 18-Digit Position Number and Employee Name (if filled) of the position(s) that you believe should be moved to a diff

What is your preferred effective date for this change?

MM / DD / YYYY 

Who is the new Manager going to be?

What is the new location for the position(s) moving Supervisory Orgs (if different)?

13. Click Submit.